


## FACILITY NAME CHANGE, OPERATOR CHANGE and/or OWNERSHIP CHANGE REQUIREMENTS

- Attached to the below NOC-1 Form are the instructions and forms required for all media when a permittee changes the name, operator and/or ownership of a facility.  
(Adobe Reader does allow you save a copy of this PDF file to your local hard disk. However, the data entered into the fill-in-fields can only be saved if one of the Adobe Acrobat software packages is installed)
- If you are a small business, and would like assistance, you may contact the [Small Business/Small Community Assistance Program](#) at 1-800-259-2890.
- All documents must use the company name as it is specified with the Louisiana Secretary of State. To ensure that the proper name is on your form, check with the Secretary of State's [Corporations Database](#).
- The link to the Addendum to Permit 1701 Form is <http://www.deq.louisiana.gov/portal/Portals/0/permits/1701Addendum.doc>
- Completed package should be sent to:

**Keiley A. Well-Environmental Project Specialist**  
Permits Application Administrative Review Group  
Environmental Assistance Division  
Office of Environmental Services  
Post Office Box 4313  
Baton Rouge, LA 70821-4313  
Tel: (225) 219-3292

<p>Department of Environmental Quality Office of Environmental Services P.O. Box 4313 Baton Rouge, LA 70821-4313 (225) 219-3181</p>	<p style="text-align: center;"><b>LOUISIANA</b> <b>Notification of Change of Ownership/Operator</b> <b>or Name Change Form</b> <b>NOC-1</b></p>	
<p>Notification of :</p> <p>Ownership Change      Transfer Date _____</p> <p>Operator Change      Transfer Date _____</p>	<p>Notification of :</p> <p>Company Name Change      Date of Change _____</p> <p>Facility Name Change      Date of Change _____</p>	

**SITE INFORMATION**

AI NO. (Agency Interest Number) \_\_\_\_\_

FACILITY NAME (Previous) \_\_\_\_\_

FACILITY NAME (New) \_\_\_\_\_

LOCATION (Use 911 Address if Applicable) \_\_\_\_\_ CITY \_\_\_\_\_

FRONT GATE COORDINATES (LAT/LON) \_\_\_\_\_ PARISH \_\_\_\_\_

**NEW OWNER**

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email \_\_\_\_\_

**NEW OPERATOR**

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email \_\_\_\_\_

**PREVIOUS OWNER**

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email \_\_\_\_\_

**PREVIOUS OPERATOR**

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email \_\_\_\_\_

**PERMIT INFORMATION –Please list all permit numbers regarding this facility (use an extra sheet if necessary)**

AIR \_\_\_\_\_ HAZARDOUS WASTE \_\_\_\_\_

WATER \_\_\_\_\_ SOLID WASTE \_\_\_\_\_

Are all permits for this AI No. being transferred? YES NO If No attach explanation \_\_\_\_\_

**CERTIFICATION:** I, the undersigned certify, under provisions in Louisiana and United States law which provide criminal penalties for false statements, that to the best of my knowledge, information, and belief formed after reasonable inquiry, the information submitted, including all attachments, is true, accurate, and complete.

Company Name (New Owner/Operator)	Billing Address	Date _____
Printed/Typed Name	Signature of Responsible Official – New Owner/Operator	

Company Name (Previous Owner/Operator)	Billing Address	Date _____
Printed/Typed Name	Signature of Responsible Official – Former Owner/Operator	

**INSTRUCTIONS FOR OWNERSHIP/OPERATOR/NAME CHANGES**

- Prior to or no later than 45 days after the change, submit one NOC-1 Form for each facility. List all permits under the AI No. for all media.
- Submit a written Transfer Agreement consisting of specific date for transfer of permit responsibility, coverage and liability, signed by both the proposed owner and the current owner.
- Submit 1701 Addendum to Permit. Must contain company name as specified with the Louisiana Secretary of State's Corporation Database. This also applies to the Ownership/Operator/Name Change Form.
- Submit Proof of Registration with the Louisiana Secretary of State.
- Submit fees as follows:
  - Air Permits-----\$150 (per facility)
  - Water Permits-----10% of last fiscal year's invoice or not less than \$345 (per individual permit, excluding oyster fee, general permits N/A)
  - Name Change-----None
  - Hazardous Waste Permits-----None (This form does not substitute for the HW-1 form. Any fees associated with the HW-1 form are separate from the fees noted on this form.)
  - Solid Waste Permits
    - Name Change-----None
    - Ownership Change:
      - Type I, IA, II, IIA-----\$1,320 (per permit)
      - Type III, Beneficial Use----\$330 (per permit)
      - Waste Tire Processors-----\$100 (per permit)

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